



HEADQUARTERS
MISSISSIPPI WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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WING POLICY LETTER
NO. PL2007-1001.11

EFFECTIVE Date: 1 Oct 2007

Financial Management

MISSISSIPPI WING POLICIES REGARDING EXPENSE APPROVAL, RECURRING EXPENSES, BANK TRANSFERS, ON-LINE BANKING, AND FINANCE COMMITTEE MEMBERSHIP APPOINTMENT AND REMOVAL

In compliance with CAPR 173-2, paras. 4e and f, the following policies have been approved by the Wing Finance Committee and are hereby adopted.

Part I - Invoice Approval Policy: All invoices submitted to the director of finance for payment must contain the certification signature of a Director. All invoices will be submitted to the Wing Commander or Vice Commander for final approval of payment. The following staff members are authorized to certify invoices for expenses as listed below:

<u>Member</u>	<u>Type of Expenses</u>
Wing Commander	may approve all types
Vice Commander	may approve all types
A C Maintenance Officer	certify AC expenses
Logistics Officer	certify vehicle expenses
Director Cadet Programs	certify cadet related expenses
Director Communications	certify communications expenses
Technology Officer	certify technology expenses

The finance officer may certify the following recurring expenses:

Type of Expense
Telephone/ISP
Office Supplies
Satellite Phone
Wireless Card Service
Insurance, Building
Copier Maintenance Agreement
E-accounting

Part II - Recurring expense policy: The following recurring vendors or recurring expenses are granted approval and their invoices over \$1,500.00 may be paid without approval by the finance committee up to the amount shown below; however, they must all still have the individual certification signature listed above. The invoice will be presented to the wing commander or vice-commander for final approval for payment.

Wing Credit Card	\$6,000
Multiservice Card	\$3,000
Aircraft maintenance expenses	\$6,000

Part III - Check limits requiring finance committee approval: Checks totaling over \$3,000.00 for multiple items: Checks in the amount of \$3,000.00 or less, covering multiple items/invoices may be certified by the finance officer. Checks for more than \$6,000.00 covering multiple items/invoices must have the approval of the finance committee. The invoice will be presented to the wing commander for final approval of the payment.

Part IV - Transfers from one account to another and changes to the status of bank accounts:

When transfers from one account to another are necessary, approval must be made by the finance committee before transfers can be made. When it becomes necessary to change the status of any bank account, the change must be approved by the finance committee before it can be made. Notwithstanding the foregoing, the wing administrator is authorized to transfer funds by phone authorization between the wing checking account and the wing savings account on prior approval of the wing commander or vice-commander and finance officer.

Part V - Appointment to the Finance Committee; removal: At the beginning of each fiscal year, or more often if desired, the wing commander will appoint members to the finance committee. This committee is composed of the wing commander as chair, the director of finance, and at least three other staff members. The State Director attends all finance committee meetings in an advisory capacity. The wing administrator will serve as recorder for the finance committee. Changes may be made by the wing commander should a member leave or as changes become necessary or desirable, in the sole discretion of the wing commander. Members will serve at the pleasure of the wing commander for a one-year term and thereafter unless earlier removed by the wing commander.

Part VI - Check signers: All checks require two (2) signatures. All check signers must be members of the finance committee, but membership on the committee does not mandate that all members must be check signers. In compliance with the Patriot Act, all signers must submit their social security number, contact phone numbers, together with a copy of their driver's license and CAP ID card. The commander will approve the check signers each time a change is necessary.

APPROVED BY THE WING FINANCE COMMITTEE effective as of 1 Oct 2007



Tillman C. Carroll, Col, CAP
Commander, MSWG